

3 FAM 4720 INFORMAL CONSIDERATION OF GRIEVANCES

(TL:PER-375; 11-09-1999)

3 FAM 4721 TIME LIMIT—INFORMAL STAGE

(TL:PER-375; 11-09-1999)

(State Only)

(Applies to Civil Service Employees)

a. An employee may present a grievance concerning a continuing practice or condition at any time, so long as the grievance is presented *within 30 calendar days of the most recent occurrence.*

b. A grievance concerning a particular act or occurrence must be presented by an employee within 30 calendar days of the date of that act or occurrence or the date the employee became aware of that act or occurrence.

c. An extension of the time limit for filing a grievance may be granted by the Director of the Grievance Staff or designated representative, if good cause is shown by the employee. *A request for an extension must be made prior to the expiration of the 30 day filing period.*

d. *The employee shall provide the following information when presenting a grievance:*

(1) An informal grievance;

(2) A specific description of the act or incident, and a copy of any written decisions (if applicable) which gave rise to the grievance;

(3) Names of any witnesses who have knowledge of the relevant facts;

(4) Any documentary evidence on which the grievance rests; and

(5) Any requested personal relief.

e. *Unless otherwise specified, the above information need not be provided in writing.*

3 FAM 4722 DISCUSSION WITH SUPERVISOR

(TL:PER-375; 11-09-1999)

(State Only)

(Applies to Civil Service Employees)

Employees who have grievances are expected to discuss them first with their immediate supervisors. Grievances should be satisfied informally, promptly, and satisfactorily at or near the place of occurrence, and every effort should be made to accomplish this objective. Supervisors should encourage employees under their jurisdiction to discuss grievances with them and should endeavor in every way practicable to resolve them. The supervisor shall inform the employee *within 10 calendar days* of receipt of the grievance of the proposed manner of adjustment or of the reasons why adjustment favorable to the employee is not made.

3 FAM 4723 DISCUSSION WITH HIGHER OFFICIALS

(TL:PER-257; 4-17-95)

(State Only)

(Applies to Civil Service Employees)

During the informal stage, if employees feel that their grievances are not adjusted satisfactorily, they may present the grievances orally or in writing to their administrative or executive officer, or to their division chief, office director, or other official in line of authority in their area. The officials so appealed to shall adjust the grievance presented to them so far as it may be within their power to do so. They shall inform the employee in writing within 10 calendar days of receipt of the grievance of the proposed manner of adjustment or of the reasons why adjustment favorable to the employee is not made.

3 FAM 4724 THROUGH 4729 UNASSIGNED